

## Sevenoaks Town Council

### Minutes of the meeting of the Finance & General Purposes Committee Held on 11<sup>th</sup> April 2022 in the Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 7.00pm

Meeting Concluded: 7.32 pm

#### Present:

Cllr Tony Clayton, <b>Chairman</b>	Present	Cllr Victoria Granville-Baxter	Apologies
Cllr Keith Bonin, <b>Vice-Chairman</b>	Present	Cllr Roderick Hogarth (from 7.05pm)	Present
Cllr Sue Camp (from 7.05pm)	Present	Cllr Tom Morris Brown	Apologies
Cllr Dr Merylyn Canet, Mayor	Present	Cllr Robert Piper	Apologies
Cllr Andrew Eyre	Present	Cllr Simon Raikes	Apologies

Substitute		For	
Cllr Lise Michaelides	Present	Cllr Victoria Granville-Baxter	
Cllr Richard Parry	Present	Cllr Robert Piper	
Cllr Mrs Rachel Parry	Present	Cllr Simon Raikes	

**In attendance:** Town Clerk (Remote attendance), Responsible Finance Officer and Senior Committee Clerk.

**Representations received from Members of the Public:** None

#### 16. Apologies for Absence

As noted above.

#### 17. Dispensations

There were no requests for dispensations.

#### 18. Declaration of Interest

There were no declarations of interest.

#### 19. Minutes of the Finance & General Purposes Committee on 28<sup>th</sup> February 2022

**RESOLVED:** To receive and sign the Minutes of the Finance and General Purposes Committee held on 28<sup>th</sup> February 2022 as a true record.

#### 20. Finance Reports

##### 20.1 Management Accounts 1st to 28<sup>th</sup> February 2022

The Committee received and noted, for the periods 1st to 28<sup>th</sup> February 2022, the Responsible Finance Officer's (RFO) Report with Variance Analysis, Income and Expenditure, Working Capital Summary and Statement of Fund Balances, together with:

- Suppliers Accounts 1st to 28th February 2022, balance £45,370.62
- Payroll Accounts 1st to 28th February 2022, balance £78,788.57
- Petty Cash Accounts 1st to 28th February 2022, balance £924.06

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It was noted that the year-to-date position at the end of February 2022 gave a revenue surplus of £20,963. Adjusted for required Bat & Ball Station Management & Maintenance Reserves movement (YTD deficit of £43,614 to be adjusted at year end), the position was an adjusted surplus of £64,577.

After all year-end adjustments and planned movements to earmarked reserves, the RFO anticipated a surplus of at least the budgeted £20,000 which would move to general reserves.

### **20.2 Insurance Renewal**

The Committee noted the Town Council's 2022/2023 insurance renewal with Zurich Municipal at a premium of £13,079.80. It was noted that this was likely to increase by approximately £200 in the light of the Buildings Reinstatement Cost Assessment completed on 21<sup>st</sup> March 2022.

It was noted that a second public clock (the Warren Clock) needed to be added to the schedule.

**RESOLVED:** That the Town Council's Insurance Policy Schedule for 2022/2023 be received and noted.

### **20.3 Building Reinstatement Valuation**

**RESOLVED:** That the Reinstatement Cost Assessment by Barrett Corp & Harrington Ltd, dated 21<sup>st</sup> March 2022, be received and noted.

### **20.4 Internal Audit Plan 2022/23**

**RESOLVED:** That the proposed Internal Audit Plan 2022/23 received from Kent County Council be approved.

### **20.5 Internal Audit First Visit Report 2021/22**

The Committee considered the Internal Audit Report. The recommendation that Town Council Purchase cards be held securely by the card holders was noted: however, although one card is held by the cardholder, it was agreed that for operational reasons the second card needed to be held in the safe. The auditors to be advised.

**RESOLVED:** That the Internal Audit First Visit Report, dated 19<sup>th</sup> October 2021, be received, and noted.

### **20.6 Hospitality and Gifts Register: None received.**

## **21. Community Infrastructure Levy (CIL) Report**

Councillors noted the balance of Community Infrastructure Levy funds following; the previous allocation of £9,000 to Knole Paddock Infrastructure; the allocation of £4,478.40 to Vine Gardens Play Area Surface; anticipated income of £87,061.64 (income recorded to date); and the allocation of £70,000 to the refurbishment of Vine Assets.

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**RESOLVED:** That the Community Infrastructure Levy Report, and the unallocated balance of £64,260.21, be noted.

### 22. **Bligh's Market Lease Renewal**

The Committee noted that that a further 5-year licence had been agreed for Bligh's Saturday Market, with effect from 28<sup>th</sup> March 2022, at a cost of £388.90 per annum (a 19.6% increase in line with RPI). Consideration was given to stallholder fees.

**RESOLVED:**

- 1) That the weekly stallholder fee be increased to £42.50 (in line with February 2022 CPI inflation of 6.2%)
- 2) That annual stallholder fee reviews be put in place

### 23. **HM The Queen's Jubilee Celebrations in Sevenoaks**

Councillors noted the programme of events taking place for the local community, to commemorate HM The Queen's Platinum Jubilee.

**RESOLVED:** That a budget of £10,000 be allocated for HM The Queen's Platinum Jubilee Celebrations in Sevenoaks, funding to be met from the 2022/2023 underspend on annual budget.

### 24. **Current Matters**

The update on Current Matters was received and noted.

### 25. **Minutes of Town Team Meeting held on 6<sup>th</sup> April 2022**

**RESOLVED:** That the minutes of the Town Team Meeting held on 6<sup>th</sup> April be received and noted.

### 26. **Press Releases**

It was agreed that a press release be issued at the appropriate time regarding the Jubilee celebrations.

There being no further business the Chairman closed the Meeting.

Signed .....

Dated .....

Chairman